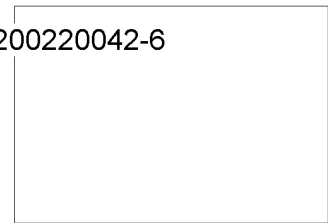


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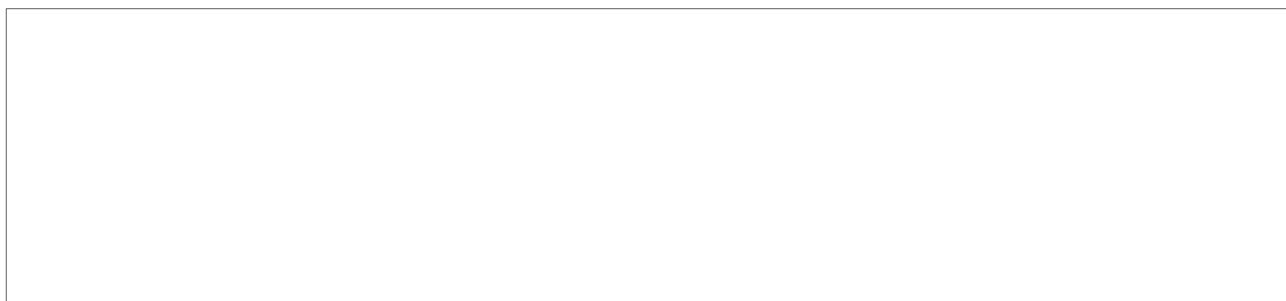
DDA 86-1686
3 October 1986

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

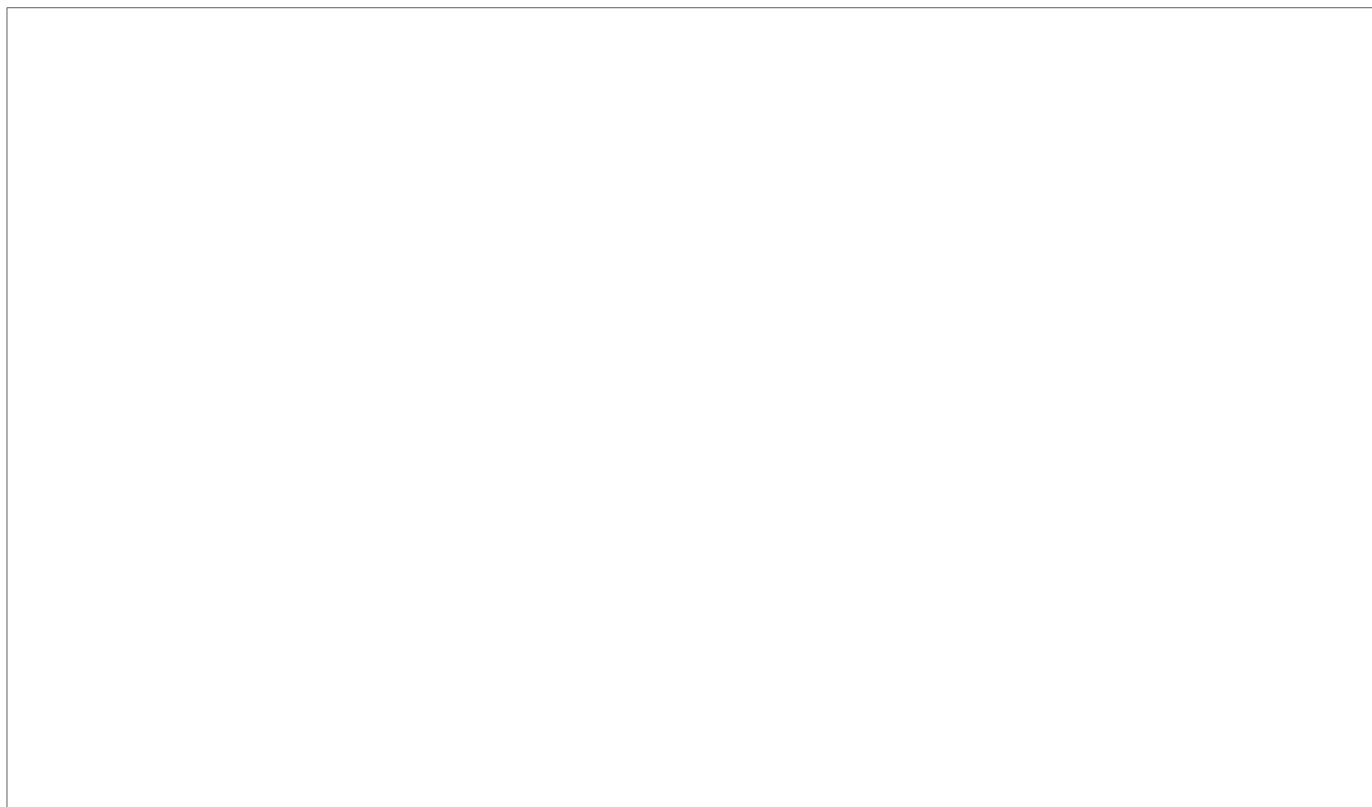
SUBJECT: Weekly Report for Period Ending 3 October 1986

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2. Representatives from the Office of Communications (OC) and the Office of Medical Services provided a two-hour briefing on the OC Banding experience for staff members of the Senate Select Committee on Intelligence (SSCI).

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S E C R E T

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5. The Director and Deputy Director of Medical Services briefed SSCI staff members regarding applicant processing procedures within the Office of Medical Services.

6. The Director of Personnel addressed over 200 officers from the New York Police Department to solicit applicants for the Counterterrorism Center--85 percent of those present signed up for the aptitude test scheduled for the next few weeks.

7. Minority and ethnic recruitment efforts continued with contacts in Philadelphia, Atlanta, and at the Annual Career Day at the University of Maryland-Eastern Shore. Slightly more than 100 students were interviewed with one-fifth receiving PHS packets.

8. Three hundred and twenty-nine clerical applicants passed the Agency's employment test last week. The tests were administered in five locales: Washington, D.C., Springfield, Virginia, Alabama, Florida and Pennsylvania.

9. Open season for employees to change health insurance programs will be held from 10 November through 5 December. An employee symposium to provide information on the Federal Employees Health Benefits Program is scheduled for 13 November in the Headquarters auditorium. A similar symposium for annuitants is scheduled for the evening of 19 November, also in the auditorium.

10. Career Trainee Class #90 was sworn in by the Director of Personnel on 29 September 1986

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12. The Office of Security (OS) and OIT commenced an intensive four-month study of ADP operations within OS. This contractor-supported task force will probe into all aspects of OS's personnel security ADP operations and will make recommendations to enhance automation efforts in the security clearance process.

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S E C R E T

S E C R E T

13. The Communications Operations Center (COC) suffered a total communications outage during the morning of 24 September due to a power failure. Although power and COC operations were restored in less than two hours, some equipment in remote sites did not resume service until later in the day. Personnel from OIT and the Office of Logistics (OL) are currently examining ways to prevent a recurrence of the power outage.

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15. Installation of the new Personnel Access Security System (PASS) began at the Southwest entrance to the Headquarters Building this week. The system is expected to be operational at this entrance by mid-October.

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16. The Office of Logistics (OL) printed brochures which provide general information about the [] for employees assigned to the [] Complex. It will also be used in the Agency's recruiting efforts as a source of information for applicants.

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✓ 17. Space in 7E29 Headquarters will be available for the Associate Deputy Director for Operations [] on 10 October.

- William F. Donnelly

S E C R E T